

**DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033**

29 January 2016

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #16-012
TITLE 32 USC SEC 502 (f)**

POSITION: Human Resources NCO (42A)

GRADE: SGT/E-5 (Also see Area of Consideration)

LOCATION: HHD, 120 RSG, 300 Hildreth St. N., Bangor, ME 04401

CLOSING DATE: 12 February 2016

AREA OF CONSIDERATION: Open to currently assigned Maine Army National Guard AGR Soldiers, Military Technicians, or Traditional (M-Day) Soldiers in the rank of Specialist (E-4 thru Staff Sergeant(E-6) qualified or eligible to become qualified in MOS 42A. Staff Sergeant (E6) must be willing to take an administrative reduction to Sergeant (E5) for appointment to this AGR position. (Also see Eligibility Requirement below).

MILITARY/FULL-TIME ASSIGNMENT: Selected applicant will be assigned militarily as an E5 42A Postal Sergeant, (UMR Position: WY2SAA Para 102 Line 06) and full time as an E5 Human Resources NCO (FTMD position 2045/024) with HHD, 120th RSG, S-1 Section, 300 Hildreth St. N., Bangor, ME 04401

ELIGIBILITY REQUIREMENT: Selected individual must be, or be eligible to become, 42A20 Postal Sergeant/HR NCO per DA PAM 611-21, within one year of assignment/reassignment.

Note: b. *Physical demands rating and qualifications for initial award of MOS.* Human resources specialists must possess the following qualifications:

- (1) A physical demands rating of moderately heavy.
- (2) A physical profile of 323222.
- (3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory.

- (5) A security eligibility of SECRET.

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ADDITIONAL REQUIREMENTS:

Mandatory Formal Training, no documented instances in the last 5 years of conduct that reflects adversely on the character, honesty, or integrity of the Soldier. Selected individual will be required to complete an NGB prescribed course at Professional Education Center, Little Rock, Arkansas associated with their Full Time Support position preferably within the first year of employment based on funds availability.

Non-AGR applicants must:

- a. Be a member of the Maine Army National Guard.
- b. SPC/E-4 must have less than 4 years of Active Service (AS). SGT/E-5 Soldiers must have less than 10 years Active Service (AS)
- c. Be able to meet the physical qualifications outlined in Chapter 3, Army Regulation 40-501. Applicant's Physical Appraisal must be within 12 months of the date of entry on AGR status as well as meet other applicable medical criteria.
- d. Meet height, weight and Army Physical Fitness (APFT) requirements.
- e. No current or pending Adverse Actions
- f. Also see Area of Consideration requirements above.

Current AGR Soldiers wishing to apply must have the concurrence of their chain of command, and have served at least 18 months in their current assignment if on initial 3 year AGR Tour unless TAG has waived this requirement.

SELECTED RESERVE INCENTIVE PROGRAM (SRIP):

Non-AGR Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent AGR. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

LENGTH OF TOUR: If the selected individual is not AGR he/she will be appointed to AGR status for an initial tour of 3 years. Extension of all AGR Soldiers beyond their initial tour is contingent upon recommendation by the supervisor and final approval by the Adjutant General.

HOW TO APPLY:

- a. Technicians and Traditional (M-Day) applicants, as a minimum will submit an *NGB Form 34-1*, (Application for Active Guard/Reserve Tour) from the following web site http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm, 23B RPAM Statement, a copy of last ERB, and any documents relating to the job they are applying for.
- b. AGR applicants will submit a memorandum of interest, along with their Enlisted Record Brief (ERB) through their Chain of Command to the HRO-AGR office. HRO must receive an emailed copy from the Soldier directly prior to the closing date.

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c. Applications and Memorandums of interest must reach the HRO-AGR office **NOT LATER THAN THE CLOSING DATE**. Memorandums of interest received after the closing date will not be considered. The inter-office distribution system may be used (no expense incurred to the government).
- Current Maine AGR Job announcements are posted on all unit bulletin boards and are available on the internet at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "JOBS" link.

- You may deliver your application and other documents **in person**, or **send** them by:
 - **Email (*Preferred Method*)** to ng.me.mearng.list.hro-agr-br@mail.mil or
 - Non government fax to MENG-HRO-AGR office at (207) 626-4246, or
 - U.S. mail to "Department of Defense, Veterans, & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033"

All Applicants are encouraged to contact HRO office at (207) 430-6025 or (207) 430-5906 to verify receipt of their application prior to the closing date of job announcement unless they have received an email confirmation of receipt from HRO.

APPOINTMENT: This position will be filled as soon as possible after 12 February 2016. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness, mob, temporary duty, etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

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CHRISTOPHER A. MERRILL
CW4, MEARNG
AGR Manager